

Standing Operating Procedures (SOP)

CASH MEAL PAYMENT SHEET



Kansas Army National Guard

Revised 16 September 2014

**JFHQ-J4 (Logistics)
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APPROVED BY
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1. PURPOSE: To provide Standing Operating Procedures (SOP) establishing actions and duties of the Cash Meal Payment Book/Sheet Control Officer/NCO. This SOP outlines the documents to be completed, and the steps to be taken to ensure all Cash Meal Payment Books/Sheets are secure, maintained and collected cash is turned into JFHQ-KS-DOL, IAW AR 30-22 and DA PAM 30-22. This SOP supersedes previous editions and will remain in effect until superseded.

2. REFERENCES:

- A. AR 30-22, The Army Food Program (10 MAY 05)
- B. DA PAM 30-22, Operating Procedures for the Army Food Program (3 JAN 07)
- C. DoD 7000-14-R, Vol 5, Chap 3, DoD Financial Management Regulation (Aug 99)
- D. AR 15-6, Procedures for Investigating Officers and Boards of Officers (30 Sep 96)

3. MISSION: To maintain and control Cash Meal Payment Books/Sheets (DD Form 1544) at all levels of command at or below the USPFO/DOL-J4 Command.

4. SCOPE: This SOP is to be followed by all Major Subordinate Commands, Groups, Battalions and units. This SOP will be utilized and maintained on file until superseded by this office.

5. JOINT FORCE HEADQUARTERS KANSAS (USPFO/DOL-J4).

- A. Request Cash Meal Payment Books from publications.
- B. Maintain, store, and secure Cash Meal Payment Books.
- C. Issue Cash Meal Payment Books to MSC.
- D. Maintain control roster of all Cash Meal Payment Books issued to the MSC's.
- E. Monitor Cash Meal Payment Book return dates from MSC's.
- F. Ensure each MSC has a current DA Form 1687, Assumption of Command Order, Cash Meal Payment Book/Sheet Control Officer Additional Duty order for Primary and Alternate, and DD Form 577 on file at the before a Cash Meal Payment Book is issued.
- G. Issues Cash Meal Payment Book/Sheets to authorized KSARNG units.
- H. Conduct annual revalidation of all Cash Meal Payment Books/Sheets.

6. MAJOR SUBORDINATE COMMANDS (MSC)

- A. MSC obtains Cash Meal Payment Books/Sheets from USPFO/DOL-J4 .
- B. Ensure each subordinate unit has a Current Assumption of Command order, Cash Meal Payment Control Officer Additional Duty order for Primary and Alternate, DA Form 1687 and DD Form 577 on file before issuing Cash Meal Payment Sheets.

- C. MSC must forward a current DA Form 1687, Assumption of Command order, Cash Form 577 to the USPFO/DOL-J4 before a Cash Meal Payment Book will be issued.
- D. MSC's will control all issued books/sheets in a secure safe and only issue sheets to subordinate units utilizing page B of DD Form 1544 book.
- E. MSC's will conduct an unannounced Cash Meal Payment Sheet Audit annually from date of issue per AR 30-22 and DA PAM 30-22. Forward one copy of the audit to USPFO/DOL-J4. Cash Meal Payment Control Book Officer within 30 days following the audit.
- F. MSC's will turn in all un-used books received with sheets 1 through 50 to the USPFO/DOL-J4 within 3 years of issue.
- G. MSC's will turn in all sheets to USPFO/DOL-J4 when monies collected reach no more than \$500.00, and or any changes of authorized cash book receipt holder as indicated on DA Form 1687.
- H. MSC's will collect all sheets/monies issued prior to subordinate unit's deployment.
- I. MSC's will turn in ALL cash books/sheets received from USPFO/DOL-J4 prior to MSC deployment.

7. BATTALION / UNITS:

- A. Battalions and units obtain Cash Meal Payment Sheets from their MSC by signing page B of DD Form 1544 Cash Book.
- B. Verify that a current Assumption of Command Order, Cash Meal Payment Sheet Control Officer Primary and Alternate Additional Duty order, and copy of DA Form 1687 is on file at the MSC upon receipt of cash sheets.
- C. Complete the following blocks upon receipt of Cash Meal Payment Sheets.
- D. Organizational or Dining Facility
- E. Inclusive Dates covered (FROM)
- F. Food Charges, Write in the word (DISCOUNT), enter the appropriate amount to charge for any soldier in the grade of E4 and below.
- G. Per Diem Surcharge, line through the words Per Diem Surcharge and write in the word, STANDARD, enter the appropriate amount to charge for any soldier in the grade of E5 and above.
- H. Signature of Unit Commander or Food Service Officer. **The unit commander or food service officer must sign this block before the sheet is placed in use or issued to the food service section.**

- I. Battalions and units store Cash Meal Payment Book/Sheets in a safe and connected to an immovable object when not in use.
- J. Unit Cash Meal Payment Officer/NCO will issue the Cash Meal Payment Sheet/s to the FOS when needed. A DA Form 3546 will be completed by the CMPO upon issuing cash sheets to the FOS, the FOS will sign for the sheet/s and the CMPO will place the DA Form 3546 in the safe.
- K. The FOS will properly secure or maintain on his or her person the Cash Meal Payment Sheet/s until the headcount person is briefed. Upon conclusion of the Headcount briefing, the FOS will complete another DA Form 3546 and the headcounter will sign for the Cash Meal Payment Sheet and any cash previously collected on the Cash Meal Payment Sheet. The FOS will file the DA Form 3546 in the food service records for future use.
- L. After each meal, the FOS will assist the headcounter in completing the close out of the Cash Meal Payment Sheet IAW DA Pam 30-22 page 42, 43 and 44, and sign the DA Form 3546 relieving the headcounter of his/her responsibilities. The FOS will return the cash meal payment sheet to the CMPO. The CMPO will complete the DA Form 3546, sign for the Cash Meal Payment sheet and cash to relieve the FOS of the responsibility. The Cash Meal Payment sheet with cash collected will then be stored in the appropriately by the CMPO until turn-in is made to the supporting MSC.
- M. When the Cash Meal Payment Sheet is filled, or completed, or the end of the fiscal year, or quarterly, or when on hand cash reaches \$500.00, the unit CMPO will obtain a bank or postal money order for all money collected on each cash meal payment sheet. The cash collected on the cash meal payment sheet may be used to pay the cost of a money order.
- N. The CMPO will immediately return to the MSC any sheets that are filled. The unit CMPO will return all Cash Meal Payments Sheets at the end of each fiscal year quarter regardless of whether the sheet has been used or not and request a new sheet be issued for the next quarter.

8. UNIT TURN IN PROCEDURES:

- A. The CMPO will line out all unused cash meal payment sheets and return to the MSC, CMPO at the end of each quarter (31 Dec, 31 Mar, 30 Jun, 30 Sep).
- B. The CMPO will complete an original with 2 copies of DD Form 1131, IAW DA Pam 30-22, pages 53 through 59 and for each Cash Meal Payment Sheet/s that has been used. Money orders will be made out to: (Centralized Disbursing Officer). Make two copies of the money order and receipt. The CMPO will file one copy in the safe and give one copy to the FOS to be filled in the FY food service records. The Unit CMPO will hand carry or send by certified mail, utilizing DD Form 410, the Cash Meal Payment Sheet, Money Order and original DD Form 1131 to the supporting MSC, CMPO.

9. MSC TURN-IN PROCEDURES:

- A. The CMPO will review the Cash Meal Payment Sheet for accuracy, re-calculate all cash collected, ensure the Cash Meal Payment Sheet is closed out properly. The MSC CMPO will write (VERIFIED, DATE and Initials) on the bottom border of the Cash Meal Payment Sheet. The MSC CMPO will then complete an original and three copies of DD Form 1131 (See example in DA PAM 30-22, page 55). Attach the money order and receipt to the original DD Form 1131 and a copy to each of the DD Form 1131 copies. Attach one copy of the DA Form 1131, Money Order and Money Order Receipt to the Cash Meal Payment Sheet and place in the Cash Meal Payment Book. MSC will make a turn-in by hand carrying all documents to the USPFO/DOL-J4 cash control officer.

(NOTE: If the unit did not collect the correct amount of cash for each meal, the MSC CMPO will contact the unit CMPO and request an additional money order to make up the difference. If too much money was collected, notify the unit CMPO and advise them of the correct amount to collect. Do not return any money collected over the correct amount.)

- B. *Food Cost:* Is the number of meals collected, multiplied by the discount rate for raw rations only. If cash collection was made for caterer/prepared meals the full amount applies. Example: 15 Lunch meals sold for \$3.25 (Standard Meal Rate), (15 Lunch meals sold) X \$2.80 (Discount Rate) = \$42.00 (Amount reimbursed to finance Food Cost account.

- C. *Meal Operating Cost:* Is the number of meal collected, multiplied by the difference between the Standard Meal Rate and Discount Meal Rate. Example: 15 Lunch meals sold for \$3.25 = \$48.75. \$48.75 (total amount collected Standard Meal Rate) - \$42.00 (total collected Discount Meal Rate) = \$6.75. This is the amount to be credited to the account. NOTE: the third digit changes each fiscal year and will reflect the Fiscal year.

10. Meal Rates: The State Food Advisor will publish the yearly Meal Rates on a yearly Basis upon receipt from NGB to be utilized by all KSARNG units.

11. Basic Daily Food Allowance (BDFA): The State Food Advisor will publish the (BDFA) on a quarterly basis upon receipt from NGB to be utilized by all KSARNG units.

12. LOST CASH MEAL PAYMENT SHEET/BOOK OR CASH: In the event a Cash Meal Payment Sheet/Book or cash collected is lost, the person discovering the lost will document the discovery, immediately notify the USPFO/DOL-J4 through the chain of command and request a DA 15-6 investigation.

13. This SOP will be utilized by all KSARNG units and filed with each level of command cash control officer appointed on DA Form 1687. A copy will also be filed in the units dining facility records.

14. This SOP has been reviewed and approved by the KSARNG Food Program Manager.